# Broadband USA
## Mapping Tool Help Guide

## Applicants

## Public Notice Respondents

**Broadband USA**
**Mapping Tool Help Guide**

## Overview

As part of the ARRA application process, all BIP and BTOP Infrastructure Program applicants must submit their Service Area Map(s) through the web-based mapping tool. In addition, incumbent service providers must submit maps of their proposed funded service area(s) through the web-based mapping tool in order to be considered when determining Service Area eligibility of BIP and BTOP Infrastructure Program applicants.

Keep in mind that a Service Area means the geographic area within which a service provider offers telecommunications service, or is proposing to offer telecommunications service. Non-contiguous areas are considered separate Service Areas and must be treated separately for the purpose of determining Service Area eligibility. Multiple service areas may be included in a single application.

## Applicant Step-by-Step Instructions

Logging into the System

1. Go to: http://broadbandUSA.gov
2. Select the "Apply" menu option.
3. Select "Mapping Tool" option from the Apply screen.
4. This will take you to the mapping tool home page below.
5. Sign in by selecting 'Login' using your Level 1 eAuthentication User ID and password. If you do not already have an eAuthentication account with Level 1 access, follow the instructions to Create a Level 1 eAuthentication ID below.

# Broadband USA

## Welcome to the Broadband USA Mapping Tool

Home | Map ▶ | Public Notice ▶ | Help | Login

This tool allows you to draw the areas you are proposing to serve with your application. If applicable, you will draw the unserved and underserved portions of the areas.

In order to use this tool, you must have registered for a level 1 eAuthentication ID. If you have already registered, please login. *If you have not, please register.*

If you have registered and activated your Level 1 id, select 'Login'.

If you have not registered for a Level 1 id, please select 'Register'

Login     Register

## Create an eAuthentication ID

1. Select the "Register" button from the Mapping Tool home page, or the Register – eAuthentication from BroadbandUSA.gov.
2. Input your applicable information and click the "continue" button.
3. Review your information. If everything is correct, click the "submit" button.
4. The system will now send you a confirmation email.
5. Click on the "Activate Account" link in the email to activate your eAuthentication account with Level 1 access. You must click on the activation link provided in the confirmation email within 7 days or your account will be terminated and you will have to start the entire process again.
6. If you do not receive a confirmation email within 24 hours, check your personal email filter settings. For further assistance, contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.

Level 1 Access
**Step 1 of 4: User Information**

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

| | |
|---|---|
| User ID*: | 6-20 characters |
| Password*: | 9-12 ch |
| | Click here for additional requirem |
| Confirm Password*: | |
| First Name*: | |
| Middle Initial: | |
| Last Name*: | |
| Home Postal/Zip Code: | |
| Country Name*: | |

**Enter the required information, select Continue. You will be sent an email to activate your account.**

**Email address must be valid to complete registration**

Email*:

Confirm Email*:

Reset  Continue

First Time - Create a New Application

The first time you successfully login to the Mapping Tool, a new application will be created and you will be taken directly into the Edit Service Area screen.  This will allow you to create the first service area for the application you are working on.  Note: A Service Area is a contiguous geographic area. Your application may include one or multiple Service Areas. You should create a Service Area Map and provide Service Area details for each contiguous geographic area which your application proposes to serve with grant and/or loan funds.   Once you have completed entering all of your service areas, and submit the application, you will be provided with a reference number to enter into the online application system.

1.  Enter the name that you want to give the service area.
2.  Select the State, County, and Communities you propose to serve in this service area, then select the 'Save and Continue' button.
3.  You can select additional communities from other counties or states as applicable. After saving the first county/state select another county or state and select the desired community and then click the "Save" button or states as applicable.

Drawing Service Area Maps

Once you have saved your service area information you will be directed to draw your service area. A pop-up detailing step by step direction to draw the areas will be displayed. Please read this guidance. You may then minimize it for reference while drawing. Microsoft Silverlight Version 2.0 or higher is needed to perform these functions. If you do not have Silverlight installed, you will be prompted to install.

**The service area must be drawn first.** If your unserved or underserved area has the same boundaries as the service area, just draw the polygon boundaries of those outside of the service are and **the tool will automatically crop the unserved and underserved area to the service area boundaries**.

**Please follow these steps carefully.**

1. Adjust the map to the best position to enable to you to draw your areas. You can reposition by clicking the left mouse button, holding it, and dragging the map to another position. You may also use the ⊕ button to reposition. You may zoom in and out by selecting the ⊕ and ⊖ magnifying glass buttons on the left.

2. Select the ■ Service Area button, then the "Add New Region" ✎ button. Next, select your first anchor point, release the mouse button, position the mouse to the next anchor point and select, continuing until your polygon shape is finished, then **press the enter key on your keyboard to complete the drawing. Do Not double-click.**

3. You may select the "Save" button at any time to save your work. Selecting "Done" will save your work and exit the map.

4. If necessary, select the ■ Service Area - Unserved button to draw un-served areas. Next, select the "Add New Region" ✎ button to draw the area just as you did the 1st area. **Press the enter key on your keyboard to complete the drawing. Do not double-click!**

5. If necessary, select the ■ Service Area - Underserved button to draw under-served areas. Next, select the "Add New Region" ✎ button to draw this area just as you did the 1st area. **Press the enter key on your keyboard to complete the drawing. Do not double-click!**

6. If you want to edit a Service Area you have drawn, you can use other drawing tools.

- You can use the "Cut from existing region" ▣ button to cut an area out of an existing area. After selecting the button, draw the area you would like to remove, just as you did to create an area. Once the polygon is complete, **press the enter button on your keyboard** and that area will be removed.

- To move an anchor point, select the "Select Region" ⬈ button, next select the area that you want to work with, select the "Move Anchor on Selected Region" ⬚ button, select the point

5

you want to move with the left mouse button, <u>hold, and drag</u> the anchor point to the new position.

- To add an anchor point, select the "Select Region" button, next select the area that you want to work with, select the "Add Anchor To Selected Region" button, <u>select the previously drawn line</u> that will go to the new anchor point, <u>hold and drag</u> the new point to the correct position.

- To remove an anchor point, select the "Select Region" button, next select the area that you want to work with, select the "Remove Anchor from Selected Region" button, then select the anchor point that you want to remove, and the point will be removed and the polygon adjusted.

## Display of Map Layers

If you are having issues displaying map layers, please add this site to your Trusted Sites. Follow these instructions:

**Internet Options**

General | Security | Privacy | Content | Connections | Programs | Advanced

Select a Web content zone to specify its security settings.

Internet | Local intranet | Trusted sites | Restricted sites

**Trusted sites**

This zone contains Web sites that you trust not to damage your computer or data.

Sites...

Select Tools menu, next select Internet Options sub-menu, then select Security tab, and last select Sites button. Add http://*.broadbandusa.gov

Security level for th

**Custom**
Custom
- To change the settings, click Custom Level.
- To use the recommended settings, click Default Level.

Custom Level... | Default Level

OK | Cancel | Apply

**Internet Options**

**Trusted sites**

You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.

Add https://*.broadbandusa.gov, then select 'Add' button, then select 'OK' button.

Add this Web site to the zone:

http://*.broadbandusa.gov          Add

Web sites:

Remove

☐ Require server verification (https:) for all sites in this zone

OK | Cancel

Custom Level... | Default Level

OK | Cancel | Apply

## Copy To Clipboard

If you are having issues with the Copy to Clipboard Functionality please follow these instructions: Internet Explorer may be required, as some browsers do not allow this functionality. Setting to be modified may be slightly different between different versions. Enable the option that allows programmatic access to clipboard or paste operations via scripts. Examples of a few are shown:
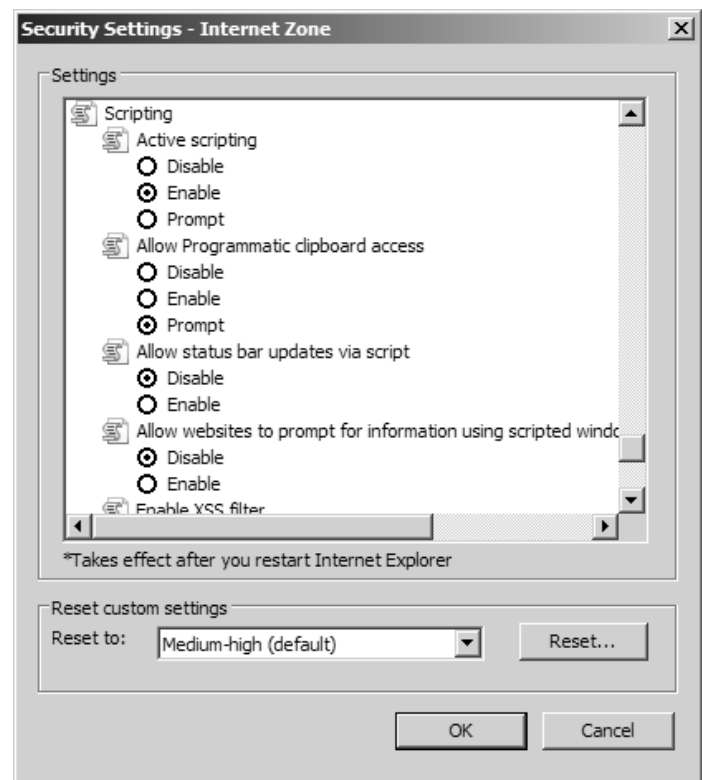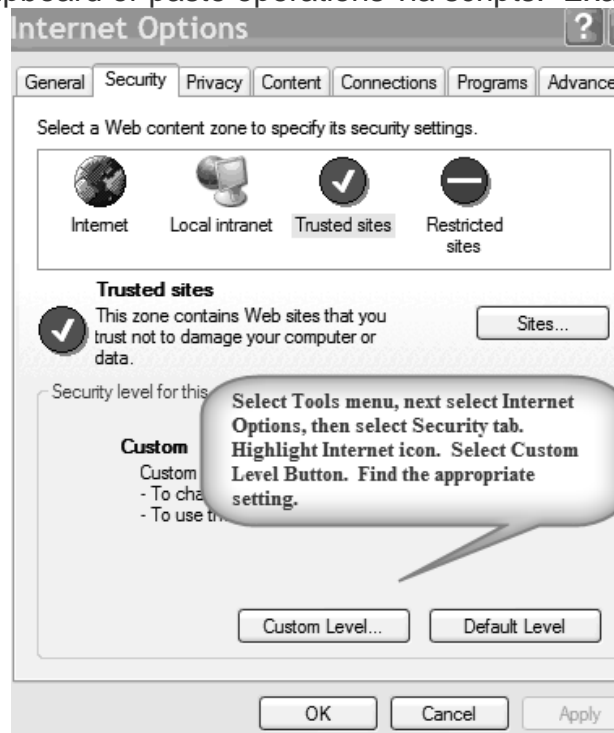
## Review and Submit Application

1. Once you have created all applicable Service Area(s) for your application, review all information for accuracy and click the "Submit" button.
2. At the top of the screen you will see that there is now a Reference Number associated with your submission. Please make note of this number and submit the Reference Number within your application.



**Broadband USA**

## View Application

Home    Map  ▶    Public Notice  ▶    Applicants & Responden

Applicants & Respondents > Application List > View Application

Once you have reviewed your service area information and areas and verified accuracy, select 'Submit', and you will be presented with a reference number. This may be copied to the clipboard and pasted into the online application.

Created Date: 7/22/2009
Submitted Date: 7/22/2009
Reference Number: 3262-9CB0-4BA4-AF22  [ Copy to Clipboard ]

A list of the census blocks with centroid in your service area polygon will be provided. The list may be copied to the clipboard and pasted into the online application.

**Service Area & Communities**

| Area Name | Communities Chosen | Population in Polygon | Households in Polygon | Square Miles in Polygon | Census Blocks with Centroid in Polygon |
|---|---|---|---|---|---|
| HelpGuide | Map | | | | |
| Total | List | 1,535 | 813 | 83 | List |

## Edit Service Area Details and Maps

1.  Click on the "Action" button next to the Service Area you want to edit and choose "Edit" from the drop down list. You may also delete areas, or edit the map from the action button.
2.  Review the Service Area Details and make any necessary changes.
3.  To review or edit the communities selected, choose the applicable State and Country from the State and County drop down lists provided. Click the box next to any community you wish to add or delete.
4.  Click the "Save" button once you have updated your Service Area Details.

Submitted Date:
Reference Number:

> You may add as many service areas as necessary

[ Add New Service Area ]  [ Submit ]

**To determine the census information, please select the 'Action' button, then select 'Calculate Census Totals' for each service area.** This calculation may take a while as it is based upon the census blocks included within the area. Accessing the census block list may also take a while if there are many in the service area, as the list is dynamically created. Please be patient.

\* The census data is based upon 2000 census summary file data including the rural file supplement. The census blocks included in the list are those whose centroid is within the polygon that you draw. Population and households are aggregated from those census blocks. The square miles calculation is based upon the polygon only. This information is provided to aid you in filling out your application, but you are not required to use it in your application. If you wish to utilize this information, please review the census blocks and if there are blocks missing or showing                                     formation you copied into the clipboard and notate it in your application.

> You must select 'Action', and 'Calculate Census Totals' to get the census data. If the map is modified you must recalculate. You may edit or delete a service area.

\* Dependent upon browser/version used,                                     n order to utilize the copy/paste to tran                    elp for

> You may edit a map by selecting the area name or 'Map'

| Area Name | | Communities Chosen | Population in Polygon | Households in Polygon | Square Miles in Polygon | Census Blocks with Centroid in Polygon |
|---|---|---|---|---|---|---|
| test | Map  [ ACTION ▶ ] | | | | | |
| | Edit Service Area Details | | | | | |
| Total | Delete | List | 2,242,716 | 946,540 | 8,401 | List |
| | Edit Map | | | | | |
| | Calculate Census Totals | | | | | |

# Legal Notice Respondents Step-by-Step Instructions

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5. Sign in by selecting 'Login' using your Level 1 eAuthentication User ID and password. If you do not already have an eAuthentication account with Level 1 access, follow the instructions to Create a Level 1 eAuthentication ID below.

## Create an eAuthentication ID

1. Select the "Register" button from the Mapping Tool home page, or the Register – eAuthentication from BroadbandUSA.gov.
2. Input your applicable information and click the "continue" button.
3. Review your information. If everything is correct, click the "submit" button.
4. The system will now send you a confirmation email.
5. Click on the "Activate Account" link in the email to activate your eAuthentication account with Level 1 access. You must click on the activation link provided in the confirmation email within 7 days or your account will be terminated and you will have to start the entire process again.
6. If you do not receive a confirmation email within 24 hours, check your personal email filter settings. For further assistance, contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.



Level 1 Access
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Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:                                    6-20 characters

Password*:                                   9-12 ch
                     Click here for additional requirem   **Enter the required information, select Continue. You will be sent an email to activate your account.**

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

**Email address must be valid to complete registration**

Email*:

Confirm Email*:

[Reset] [Continue]

View Published Public Notice Filings (PNF)

1. Click on the "Public Notice" menu option and select "List of Public Notice Filings."
2. Click the "View" link next to the Public Notice Filing (PNF) you want to view.



3. Follow the instructions below to file a response.

File a Response to a Public Notice Filing (PNF)

1. Click the "View" link next to the Public Notice Filing (PNF) you want to view.
2. Click the "File a Response" button at the bottom of the screen.
3. Fill in all required sections on behalf of your company and click the "Save" button at the bottom of the screen.
4. Select the applicable Service Area from the drop down list (Note: there may be 1 Service Area or many Service Areas. You must submit a separate Public Notice Response for each individual Service Area).
5. Click the "Edit" link just below your selected Service Area.
6. You should now be able to view the applicant's Service Area Map and Unserved, and Underserved Household Map.

# Broadband USA

## File a Public Notice Response

Legal Notice Response List > View Legal N...        Notice Response

* Denotes required fields.

* Company: 
* Contact Person: Joe Q Public
* Phone: 
* Email: joeqpublic@email.com
* Confirm Email: joeqpublic@email.com

*Select the applicable Service Area from the drop down list (Note: there may be 1 Service Area or many Service Areas. You must submit a separate Public Notice Response for each individual Service Area).*

If you want to file response to Public Notice for multiple Se... ...e, you will need to file them individually.

* Service Area: Please select a Service Area ▾  Help me Pick ...
Map: Edit

*Select Edit to see the map, and draw the area you are responding with.*

### Existing Establishments Ca... ...vice within the Proposed Service Area

The number of establishments capable of receiving broadband service within the proposed Service Area. The definitio... of broadband service can be found in 7 CFR 1738.

* Residential Households: 0
* Business Establishments: 0

### Number of Existing Broadband Subscribers Within the Proposed Service Area

The number of existing customers purchasing broadband service within the proposed Service Area. Please make sur... to address all service tiers that are offered and the number of customers subscribing to each service tier.

| Residential Broadband Subscribers | | | Business Broadband Subscribers | | |
| Rate of Data Transmission | Service Rate (price/mo) | Number of Subscribers | Rate of Data Transmission | Service Rate (price/mo) | Number of Subscribers |
| --- | --- | --- | --- | --- | --- |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |
|  | $ |  |  | $ |  |

### Number of Existing Customers Subscribing to Other Services within the Proposed Service Area

The number of existing customers receiving other services that will be offered by the applicant within the proposed Service Area.

| Residential Subscribers | | | | Business Subscribers | | | |
| Type | Service Description | Service Rate (price/mo) | Number of Subscribers | Type | Service Description | Service Rate (price/mo) | Number of Subscriber |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ▾ |  | $ |  | ▾ |  | $ |  |
| ▾ |  | $ |  | ▾ |  | $ |  |
| ▾ |  | $ |  | ▾ |  | $ |  |
| ▾ |  | $ |  | ▾ |  | $ |  |
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| ▾ |  | $ |  | ▾ |  | $ |  |

Comments: 

☐ I certify that the information contained herein is accurate and complete to the best of my knowledge and belief

* All information submitted by existing service providers will be treated as proprietary and confidential to the extent permitted under applicable law.

SAVE    SUBMIT

<u>Drawing Public Notice Response Service Area Maps</u>

**Please follow these steps carefully.**

1. Adjust the map to the best position to enable to you to draw your areas.  You can reposition by clicking the left mouse button, holding it, and dragging the map to another position.  You may also use the 🔵 button to reposition.  You may zoom in and out by selecting the ⊕ and ⊖ magnifying glass buttons on the left.
2. Select the [Response - kathy.anderson@stl.usda.gov] button, then the "Add New Region" 🖊 button.  Next, select your first anchor point, release the mouse button, position the mouse to the next anchor point and select, continuing until your polygon shape is finished, then **press the enter key on your keyboard to complete the drawing.  Do Not double-click.**
3. You may select the "Save" button at any time to save your work.  Selecting "Done" will save your work and exit the map.
4. If you want to edit a Service Area you have drawn, you can use other drawing tools.

- You can use the "Cut from existing region" 🖊 button to cut an area out of an existing area.  After selecting the button, draw the area you would like to remove, just as you did to create an area.  Once the polygon is complete, **press the enter button on your keyboard** and that area will be removed.
- To move an anchor point, select the "Select Region" 🖊 button, next select the area that you want to work with, select the "Move Anchor on Selected Region" 🖊 button, select the point you want to move with the left mouse button, <u>hold, and drag</u> the anchor point to the new position.
- To add an anchor point, select the "Select Region" 🖊 button, next select the area that you want to work with, select the "Add Anchor To Selected Region" 🖊 button, <u>select the previously drawn line</u> that will go to the new anchor point, <u>hold and drag</u> the new point to the correct position.
- To remove an anchor point, select the "Select Region" 🖊 button, next select the area that you want to work with, select the "Remove Anchor from Selected Region" 🖊 button, then select the anchor point that you want to remove, and the point will be removed and the polygon adjusted.

## Review and Submit Public Notice Response

1. Review your Public Notice Response information, including your map, to confirm that the information is accurate.
2. Click the box at the bottom of the screen, certifying that the information contained in your Public Notice Response.
3. Click the "Submit" button at the bottom of the page.
4. You can now file additional Public Notice Responses for other applications and/or Service Areas. Go back and view the Public Notice Filings listed on website to determine if you need to submit additional Public Notice Responses.



Map:    View

**You must certify before you will be able to submit a response.**

☐ I certify that the information contained herein is accurate and complete to the best of my knowledge and belief

\* All information submitted by existing service providers will be treated as proprietary and confidential to the extent permi under applicable law.

[ Edit ]   [ Submit ]